



## **PELORUS COMMUNITY PRESCHOOL**

# **Cleaning Procedures**

**Education [Early Childhood Services] Regulations 2008 (and it's Amendments): Regulation 46**

**Licensing Criteria for Early Childhood Education and Care Centres 2008: Criterion HS1**

### **Rational**

The Pelorus Community Preschool will provide an environment for children in which their health is promoted and they are kept safe from harm.

- The preschool will employ a cleaner for 10 hours per week to complete the cleaning of the preschool as set out in their job description.
- The preschool will be cleaned daily follow the 'Daily Cleaning Duties' list. (i.e. Floors, table tops etc)
- Cleaning products will be stored where children will have NO access to it and a list of products will be available.
- Rubbish removal will occur on a weekly or fortnightly basis (although all rubbish bins will be emptied daily). Indoor rubbish bins will be washed with bleach solution by teachers on Friday at the end of the Preschool day.
- Play equipment will be cleaned daily/weekly as required depending on the level of use and they type of equipment. (Issues to consider: age range of children using the toys, level of mouth contact, level of illness in the centre etc)
- All toys, equipment etc will be thoroughly cleaned prior to being stored for the holidays.

- Sandpits is raked daily, and is covered with Animal proof cover when not in use.
- Play dough is to be made fresh as required – at least once a week (dirty play dough is disposed of)
- Staff are expected to carry out basic cleaning during the day such as after arts & crafts (paints etc), messy play/activities, and maintain the cleanliness of food prep areas (kitchens/tables etc) and bathrooms/sinks.

## **Licensing Criteria**

A procedure for the changing (and disposal, if appropriate) of nappies is displayed near the nappy changing facilities and consistently implemented (HS3).

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# **'How to Clean your School' during a Pandemic**

## **Overview**

During a pandemic you will need to clean more thoroughly to minimise the spread of the virus. This applies particularly to hard surfaces (for example, sinks, handles, railings, objects and counters). Influenza viruses may live up to two days on hard surfaces.

Influenza viruses are inactivated by alcohol and by chlorine. Cleaning of surfaces with a neutral detergent followed by a disinfectant solution is recommended. Surfaces that are frequently touched with hands should be cleaned often, preferably daily. Information about the appropriate choice and concentration of disinfectants can be found on the Ministry of Health website.

- Hygiene practices should be elevated in a pandemic to an even higher level than usual.
- Remind staff and students not to share cups, dishes and cutlery; and ensure these items are thoroughly washed with soap and hot water after use.
- Remove books, magazines and papers from common areas.
- Consider ways of cleaning and/or restricting communal use of some play, physical education equipment and office equipment.
- When a person with suspected influenza is identified and has left the school, it is important that their work area or office and any other known places they have been are thoroughly cleaned and disinfected.
- Planning should identify the basic hygiene practices (including hand hygiene) to be followed by cleaners, protocols for the use of personal protection equipment (if recommended by the Ministry of Health), and methods for waste disposal.

## **Review Cleaning Contracts**

During the planning phase, cleaning contracts should be reviewed and contingency plans agreed with the cleaning contractor e.g. for cleaning and disinfecting classrooms, removing towels and increasing the supply of paper towels. During the active (red) phase, the quality and, if necessary, frequency of school cleaning is to be increased, including:

## **General school cleaning**

Suitable cleaning products (see end of this document) should be applied to all hard surfaces in common areas daily:

- Student and staff member desks and tables
- Counters, railings
- Lifts and stairwells
- Doors, door handles and push plates
- Light switches and lift buttons
- Washbasins, toilet bowls and urinals
- Kitchen and tuck-shop surfaces including bench tops, taps, and the handles of microwaves, stoves and fridges
- Shared telephones and keyboards in common areas e.g. reception, library, gym equipment, computer rooms, halls and lobbies etc.

## **Specialised cleaning**

If a student or staff member has entered the school while ill, specialised cleaning of their locker, desk and/or workspace should take place immediately to minimise the spread of infection. Their locker and desk should be physically quarantined by means of tape and signage until this can take place. In the event that a student or staff member has to carry out the cleaning so that a shared workspace can continue to be used, appropriate protective and cleaning equipment should be provided.

## **Keyboards and telephones**

Keyboards and telephones should not be shared if at all possible. In situations where they are, they should be cleaned between users, by the users themselves, with appropriate anti-bacterial cleaning products.

Telephonist/receptionist staff members should have their own headset/handset, keyboard and mouse. These should be cleaned at the beginning and end of each shift, and stored in a plastic bag labelled with the person's name between shifts.

## **Kitchen hygiene/break-out area hygiene**

Any tea towel service is to be suspended and tea towels are to be removed from all kitchens. Disposable paper towels, in a suitable dispenser, are to be provided in staff kitchens for drying of hands, and drying of dishes where required. The cleaning or supplies contract should provide for an adequate supply of paper towels at all times.

Students and staff should be reminded not to share cups, dishes, and cutlery and ensure they are thoroughly washed with soap and hot water after use, or preferably, washed in a dishwasher.

Where dishwashers are supplied, these are to be used in preference to hand washing dishes. Dishwashers should be set on the hotter water temperature setting where a choice is available.

Antibacterial liquid soap is to be provided in kitchens for hand washing before and after food preparation.

All magazines/papers are to be removed from reception/waiting areas, and from common areas such as kitchens, common rooms and breakout areas.

### **Bathroom hygiene**

Hot air hand-driers should be removed from use, and replaced with disposable paper towels in a suitable dispenser. The cleaning or supplies contract should provide for an adequate supply of paper towels at all times.

Antibacterial liquid soap should be provided in all bathrooms/toilets in preference to bar soap.

### **Ventilation**

The school caretaker is usually responsible for ensuring that the air-conditioning/ventilation equipment (e.g. windows) is maintained to NZ Building Code standards. This should be evident from the Building Warrant of Fitness certificate in each building. If the certificate is not current, then the caretaker should be contacted to ensure that IQP checks are carried out and the certificate updated. The supplier will be able to provide copies of the air conditioning hygiene testing results on request.

### **Cleaning/hygiene equipment and supplies**

#### *Contract cleaning*

- Antibacterial cleaning solutions, disinfectant and household bleach
- Personal protective equipment for cleaners to be supplied by contractor to include gloves, eye shields and masks for use if required
- Increased stocks of paper towels and liquid soap
- Additional supplies of small/medium plastic rubbish bags
- Antibacterial liquid soaps

#### *Student and staff use*

- Personal Protective Equipment (PPE) for use in emergency cleaning – gloves, eye shields, aprons and masks (NZ Safety)
- Instant hand sanitiser (Bactisan from Gojo Industries Inc; Biocare or Purell from Biocare – [www.biocare.co.nz](http://www.biocare.co.nz) )
- Tissues
- Keyboard wipes (isopropyl alcohol) ([www.ubuy.co.nz](http://www.ubuy.co.nz) , WM Bamford [www.bamford.co.nz](http://www.bamford.co.nz) )

### **Personal Protective Equipment (PPE)**

PPE will also require a management system including recording, maintaining, training disposing, and in some cases fitting and testing equipment. Consideration should also be given to who will use PPE such as the nature of

their work tasks, their breathing rate and familiarity with infection control, and social distancing principles and procedures.

## School Cleaning Products

Disinfectants	Recommended use	Precautions
<p><b>Sodium hypochlorite:</b> 1000 parts per million of available chlorine, usually achieved by a 1 in 5 dilution of hospital grade bleach.</p>	<p>Disinfection of material contaminated with blood and body fluids.</p>	<p>Should be used in well-ventilated areas.</p> <p>Protective clothing required while handling and using undiluted bleach.</p> <p>Do not mix with strong acids to avoid release of chlorine gas.</p> <p>Corrosive to metals.</p>
<p><b>Granular chlorine:</b> e.g. Det-Sol 5000 or Diversol, to be diluted as per manufacturer's instructions.</p>	<p>May be used in place of liquid bleach, if it is unavailable.</p>	<p>Same as above.</p>
<p><b>Alcohol:</b> e.g. Isopropyl 70%, ethyl alcohol 60%.</p>	<p>Smooth metal surfaces, tabletops and other surfaces on which bleach cannot be used.</p>	<p>Flammable and toxic. To be used in well-ventilated areas. Avoid inhalation.</p> <p>Keep away from heat sources, electrical equipment, flames, and hot surfaces.</p> <p>Ethyl alcohol not to be used on keyboards, phones etc.</p> <p>Allow it to dry completely.</p>